

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 67
MARCH 17, 2010 – WORK SESSIONS

Public Works
Summary Minutes

Work Session was held between the County Commissioners and Public Works on Wednesday, March 17, 2010, at 9:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair
Angie Homola, Member
John Dean, Member

Staff: Pam Dill

Staff Present: Bill Oakes, Director, Steve Marx, Jack Taylor, Joe Araucto, Randy Brackett, Phil Cohen

Others Present: Elaine Marlow, Rufus Rose, Morgan Schneider, Puget Sound Partnership, Bob Peterson, Keith Higman

(Record Part 1 @ :01)

Roads

Subject: Whidbey Island Marathon

Attachment: none

Information: Bill briefed the Board on road closures for the Whidbey Island Marathon, Sunday, April 11, 2010.

Subject: CRAB Reports

Attachment: Crab Reports

Proposed Action: County Road Administration Board Annual Reports (CRAB) – Traffic Law Enforcement Certification 2009, Fish Passage Barrier Removal Certification 2009, Annual Certification 2009.

Follow Up: Okay with Board.

Subject: Discuss Call for Bids for 2010 Dump Truck

Attachment: Bid Specifications

Proposed Action: Approving Specifications & Authorizing Call for Bids for One New 2010 Dump Truck Cab & Chassis.

Follow Up: Okay with Board.

Subject: Discuss Call for Bids for 2010 Steel Drum Compactor/Roller

Attachment: Bid Specifications & Bid Proposal

Proposed Action: Approving Specifications & Authorizing Call for Bids for One New 2010 Double Steel Drum Compactor/Roller.

Follow up: Okay with Board.

Subject: Discuss Call for Bids for 2010 Pneumatic Tire Compactor/Roller

Attachment: Bid Specifications & Bid Proposal

Proposed Action: Approving Specifications & Authorizing Call for Bids for One New 2010 Pneumatic Tire Compactor/Roller.

Follow Up: Okay with Board.

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Subject: Discuss Call for Bids for 2010 Liquid & Concrete Asphalt Supplies

Attachment: Bid Specifications & Bid Proposals

Proposed Action: Approving Specifications & Authorizing Call for Bids for Liquid and Asphalt Concrete Materials for the period of May 1, 2010 to May 1, 2011.

Follow Up: Okay with Board.

Subject: Discuss Purchase of 2010 Paint & Bead Supplies off WA State Contract

Attachment: PO's with Contract Information

Proposed Action: Purchase Order No. 9222 – Alpine Products Inc.; 2400# Bag Type 1 Glass Beads for paint; Purchased off State Contract #07609; \$38,906.60 (incl. WSST) (RM-PW-10-0065) (PW-1020-016)

Purchase Order No. 9223 – Alpine Products, Inc.; 9,000 Gallons Cold Weather Waterborne White Traffic Marking Paint & 8,000 Gallons Cold Weather Waterborne Yellow Traffic Marking Paint; Purchased off State Contract #07609; \$134,033.62 (incl. WSST) (RM-PW-10-0064) (PW-1020-015).

Follow up: Okay with Board.

Subject: 2010 Paving & Oiling Program

Attachment: Preliminary P & O list & maps

Proposed Action: Preliminary 2010 Paving and Oiling Program for Island County

Follow up: Okay with Board.

Subject: 2010 Guardrail Projects – Call for Bids

Attachment: Vicinity Map

Proposed Action: Approving Plans & Specifications and Authorizing Call for Bids for 2010 Guardrail Projects, Whidbey & Camano Islands, CRP 10-01, WO 455.

Follow up: Okay with Board.

Public Works

Subject: Parks – CIPs: Four Springs Well Pump, Camano Cemetery Fencing; Marguerite Brons Fencing

Attachment: none

Proposed Action: Approval of REET funding for drinking well pump at Four Springs, and fencing at Camano Cemetery and Marguerite Brons Park.

Follow up: Okay with Board

Subject: PAA - Temporary hire

Attachment: none

Proposed Action: Approval to hire two summer temporary park employees.

Follow up: Confirm funding with Budget Director. (The Parks budget contains approximately \$23,500 for wages and benefits associated with a part time position that has been vacant since Joel Norris resigned. Therefore sufficient funds are available to hire temporaries.)

Subject: Proposed County/Bottin Property Boundary Line Adjustment – Maple Grove Road

Attachment: Map, Letter & Boundary Line Adjustment Application

Proposed Action: Boundary Line Adjustment, Maple Grove Beach No. 2, Lots 54, 55, and 56. The proposed adjustment would maintain the current lot areas while increasing Lot 54 road

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frontage width. The County is the owner of Lot 54 requiring Board approval of the BLA application.

Follow up: Okay with Board.

Subject: NACO /NOAA (National Association of County Officials/National Oceanic & Atmospheric Administration) Coastal Communities Grant Application/Potential Funding for Glendale Creek Restoration

Attachment: none

Proposed Action: Randy Brackett informed the Board that they have decided not to pursue the grant.

(Record Part 2@ :01)

Subject: Puget Sound Partnership

Attachments: yes

Information: Morgan Schneidler, Puget Sound Partnership, briefed the Board on the Partnership's Local Integration and Action Agenda Implementation.

Follow up: Keith Higman will represent the County at the April-June meetings on the Whidbey Basin Action Area and brief the Board at his work sessions.

Planning & Community Development
Summary Minutes

Work Session was held between the County Commissioners and the Planning Department on Wednesday, March 17, 2010, at 11:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair
Angie Homola, Member
John Dean, Member

Staff: Pam Dill

Staff Present: Bob Pederson, Director, Paula Bradshaw

Others Present: Elaine Marlow, Budget Director, Marianne Edain, Steve Erickson, Becky Spraitzer

(Record Part 2@40:15)

Subject: Review of draft Request for Proposal (RFP) for Permit Tracking software

Attachments: yes

Proposed Action: RFP for an electronic permit tracking system and associated services. Deadline for submittals – May 3, 2010 at 4:30 p.m.

Follow up: The Board approved moving forward with RFP.

Subject: Review of the Planning Commission recommendations for the 2010 Docket

Attachment: yes

Proposed Action: Following a lengthy discussion, the Board established the following 2010 Annual Review Docket, with projects identified by priority and subject to available staffing levels.

- Parks Plan

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- Shoreline Master Plan update, coordinated with the Fish & Wildlife update
- Oak Harbor UGA
- Freeland Subarea Plan
- Public Benefit Rating System & Timber Open Space
- APZ

Health Department
Summary Minutes

Work Session was held between the County Commissioners and the Health Department on Wednesday, March 17, 2010, at 1:00 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair **Staff:** Pam Dill
Angie Homola, Member
John Dean, Member

Staff Present: Keith Higman, Kerry Graves, Suzanne Turner

Others Present: Elaine Marlow, Budget Director, Rufus & Reece Rose, Larry Larson

(Record Part 4 @:05)

Administration

Subject: Volunteers – Public Health Improvement Plan – Workforce development

Attachment: none

Proposed Action: Approval to bring on two temporary part-time volunteer interns in Environmental Health's food protection program. The positions are not compensated and will not replace any current positions.

Follow up: Okay with Board.

Subject: Storage space

Attachment: none

Discussion: Keith discussed the need for storage space of materials used infrequently for events such as seasonal flu clinics, i.e. folding tables, chairs, signs, bank lines, coolers.

Follow up: Keith will speak with Bill Oakes, Public Works Director, and come back to the Board with available options.

Subject: North Whidbey Family Resource Center

Attachment: none

Discussion: NWFRC has some significant issues with regards to staff being able to efficiently access the internet and operate internet based data systems run by the Health Department and State Department of Health.

Follow up: Keith will work with Cathy Caryl, Central Services, to hopefully resolve those issues.

Human Services
Summary Minutes

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Work Session was held between the County Commissioners and Human Services on Wednesday, March 17, 2010, at 1:37 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Helen Price Johnson, Chair** **Staff: Pam Dill**
 Angie Homola, Member
 John Dean, Member

Staff Present: **Jackie Henderson, Director , Beth Plush**

Others Present: **Elaine Marlow, Budget Director**

(Record Part 4@28:44)

Mental Health

Subject: Community Counseling Connections Program

Attachment: yes

Proposed Action: Contract with Jude Janis, MA, LMHC to provide short term mental health counseling services, Contract No. HS-02-10, Amount: \$5,000 (RM-HS-10-0079)

Follow up: Okay with Board to move forward to Monday's agenda.

Subject: Community Counseling Connections Program

Attachment: yes

Information: Provided the Board with a list of current applicants, checklist of qualifications, and procedures for the Community Counseling Connections Program.

Subject: PAA

Attachment: yes

Proposed Action: Human Services would like to apply for a grant from Substance Abuse & Mental Health Services Administration (SAMHSA) that would provide Family Centered Substance Abuse Treatment for adolescents and their families. The grant deadline is April 23, 2010. Jackie requested approval to increase Don Lupien's time by 5 hours per week for 5 weeks to write the grant. She anticipated the cost to be approximately \$625.00 and would be funded from the 1/10th of 1% money.

Follow up: Okay with Board.

Island County Auditor
Summary Minutes

Work Session was held between the County Commissioners and the Auditor on Wednesday, March 17, 2010, at 1:54 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Helen Price Johnson, Chair** **Staff: Pam Dill**
 Angie Homola, Member
 John Dean, Member

Present: **Sheilah Crider, Auditor, Anne LaCour**

Others Present: **Elaine Marlow**

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(Record Part 4@45:22)

Subject: Petty Cash/Change Funds

Attachment: yes

Proposed Action: \$50.00 Petty cash/change funds for Health Department's Food Protection Program to be used when teaching food classes.

Follow up: Okay with Board.

Subject: Official Newspaper Bids

Attachment: yes

Proposed Action: Official Island County newspaper bids opened on March 10, 2010. Two bids were received; Whidbey Examiner and Whidbey News-Times. Low bidder was Whidbey Examiner.

Follow up: Okay to move forward to the Board's Monday, April 5, 2010 meeting.

WSU / Extension Services
Summary Minutes

Work Session was held between the County Commissioners and WSU/Extension on Wednesday, March 17, 2010, at 2:08 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair
Angie Homola, Member
John Dean, Member

Staff: Pam Dill

Staff Present: Judy Feldman, Lynette Goodell

Others Present: Elaine Marlow, Budget Director, Larry Larson, Human Resource Director

(Record Part 4@59:00)

Subject: General update

Attachments: yes

Information:

- Mr. Tim Lawrence has been selected as the new WSU Extension Director - start date is May 3rd
- Meeting with WSU President Elson Floyd
- Visit from Development Officers from WSU, April 6, to gather information and gain an understanding of the priorities and goals for fundraising.
- City of Langley – Proclamation of Appreciation for WSU Island County Extension Volunteers, April 19, 2010 @6:30 p.m.
- Whidbey Gardening Workshop, presented by Whidbey Island Master Gardeners on Saturday, March 20, at the Coupeville Middle/High School has over 300 registrations.
- WSU office in transition, 4 of the 9 positions have shifted in the first 4 months of the year. The Lighthouse position is still open. Front desk position will remain open for the new director to hire.

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Subject: PAA

Attachment: none

Proposed Action: PAA to move the 4-H position from temporary to permanent.

Follow up: Okay with Board.

Human Resources
Summary Minutes

Work Session was held between the County Commissioners and Human Resources on Wednesday, March 17, 2010, at 2:15 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair
Angie Homola, Member
John Dean, Member

Staff: Pam Dill

Staff Present: Larry Larson, HR Director

Others Present: Elaine Marlow, Keith Higman

(Record Part 4@ 1:11:16)

Subject: Revise 1991 Policy Substance Abuse

Attachment: yes

Proposed Action: Draft new policy.

Follow up: Continue discussion with EO & DH at roundtable.

Subject: Revise 1993 Policy Tobacco Products

Attachment: yes

Proposed Action: Draft new policy.

Follow up: Continue discussion with EO & DH at roundtable.

Subject: Employee of the Month

Attachment:

Proposed Action: Larry would like to enhance and improve the Employee of the Month program. One suggestion was to change it to an "Employee of the Quarter".

Follow up: Continue discussion with EO & DH at roundtable.

Central Services
Summary Minutes

Work Session was held between the County Commissioners and Central Services on Wednesday, March 17, 2010, at 2:37 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair
John Dean, Member
Angie Homola, Member

Staff: Pam Dill

Staff Present: Cathy Caryl, Director

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Others Present: Elaine Marlow, Budget Director

(Record Part 4@1:28:10)

Subject: Upgrade

Attachment: Invoice

Proposed Action: Professional Services from VPCI to upgrade and troubleshoot LaserFiche Imaging system in the Clerk's office; Amount: \$8,503.48

Follow up: Okay with Board.

Assessor
Summary Minutes

Work Session was held between the County Commissioners and the Assessor on Wednesday, March 17, 2010, at 2:41 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair
Angie Homola, Member
John Dean, Member

Staff: Pam Dill

Present: Dave Mattens, Gary Bur

Others Present: Elaine Marlow, Cathy Caryl, AnaMaria Nunez, Rufus Rose

(Record Part 4@1:32:30)

Subject: True Automation

Attachments: yes

Discussion:

Cathy Caryl provided additional information regarding the True Automation contract:

- Airline cancellation costs – Airline tickets are insured
- Official Payment port is in place for paying taxes on-line
- AutoPay will be a new module if and when the County is ready. Possible mandate by the State considering the new laws for creating payment schedule for taxpayers.
- Interface with permit systems. The new permit system vendor must have the capability to interface with True Automation or develop interface as part of their contract with Island County.
- True Automation programmers agreed to provide a schematic of the system prior to signing contract.
- Professional Services is a fixed daily rate. The timeframe is variable. According to Section 8 vii (page 6) Professional Services can be moved among categories. If it takes less time on one (training) the time can be banked for another (conversion).
- Negotiated fixed annual maintenance until January 2013.
- Changes in contract for travel meals and lodging (A maximum of \$151.00 per diem rate for lodging and meals.)

Advantages to moving the Assessor/Treasurer functions to True Automation:

Treasurer

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- Streamline adjustments, DOR reports and cash drawer reconciliation reports.

Assessor

- Streamline Board of Equalization, base house structure drawing, segregations, Senior Citizen Program.
- Web-based access to the system for all other users – (read only)
- DOR Reports and Forms in system automatic
- Change log – knowing who did what and when

Central Services

- Will free up the time of the Central Services Director and Programmer to do more to move forward with technology.

Follow up: Okay to move forward for Board signature once through legal review.

Subject: PAA

Attachment: none

Proposed Action: Authorization to restore to full time status through 12/31/10 for Mary Welshans, Cartographer Mapping Supervisor and Todd Burlington, Cartographer Assistant. Partial funding from DIS grant.

Follow up: Okay with Board.

Island County Clerk

Summary Minutes

Staff Session was held between the County Commissioners and the Clerk's Office on Wednesday, March 17, 2010, at 3:13 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair
Angie Homola, Member
John Dean, Member

Staff: Pam Dill

Staff Present: Patricia Terry, Clerk

Others Present: Elaine Marlow, Budget Director

(Record Part 4@2:04:35)

Subject: Clerk's office update

Attachment: Memo, Weekly Productivity Tracking spreadsheet, Backlog report spreadsheet

Proposed Action: The Clerk updated the Board on several procedural changes she has initiated since the performance audit in early February. The performance audit also brought to her attention the need to date/time stamp records resulting in an equipment expense of approximately \$500.00.

Due to the large number of changes that have been implemented, Patricia asked the Board to consider eventual approval of a group facilitator to work with the staff and management in the Clerk's office as they transition from past practices and help them adapt to future reforms as they

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occur. Funding would be provided from the three weeks that the Chief Deputy position remained vacant beyond the time the position was approved to be filled.

Follow up: Okay with Board to purchase date/time stamp. (Discuss funding with Budget Director).

Budget Director
Summary Minutes

Work Session was held between the County Commissioners and the Budget Director on Wednesday, March 17, 2010, at 3:30 p.m. , in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair
Angie Homola, Member
John Dean, Member

Staff: Pam Dill

Staff Present: Elaine Marlow, Budget Director

Others Present: Judy Feldman, Rufus Rose

(Record Part 4@2:22:05)

Subject: Civic Engagement Project update

Attachment: yes

Information: Judy Feldman updated the Board on the progress of the Civic Engagement Project. Questions will be sent out to Elected Officials and Department Heads to help identify the kinds of activities that will be featured in photos and video to help portray county government as a system, not just a collection of isolated services. The Board stressed the importance of keeping staff informed.

Follow up: Continue discussion under Commissioners Comments on Monday, March 22, 2010.

(Record Part 4@2:37:40)

Subject: Sunny View Village

Attachment: none

Discussion: Sunny View Village is a project sponsored by the Housing Authority to house the homeless and low income within Island County. The County donated approximately \$600,000 of low income housing surcharge funds and homeless housing surcharge funds to buy the property located in Freeland off of Hwy 525. The County's funding, which was really a grant award, is secured by a deed of trust in the County's favor so that it acts as a lean against the property and because of that the Housing Authority is having difficulty getting state funds and tax credits for the project.

Teri Anania, Executive Director, Housing Authority asked if the County would consider restructuring the funding and putting something else in place that would ensure that the County would get their money back if the property is not being used for the purpose it was intended.

Follow up: Elaine will work with Dave Jamieson on restructuring the funding.

Subject: ICOM

Attachment: none

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Information: All members of ICOM agreed to repay the Whidbey Island Bank loan incurred when the center was upgraded. ICOM has created a finance committee, which Elaine Marlow, Budget Director, will be a member of.

Subject: Housing Authority Board of Commissioners applicants

Attachments:

Proposed Action: Postponed

Subject: Funding request from PBY Memorial Foundation

Attachments:

Proposed Action: Postponed.

Subject: Funding request from Island County Historical Museum

Attachments:

Information: Postponed.

Subject: Conservation Futures TAG applicants

Attachments:

Proposed Action: Postponed.

Chairman's Agenda
Summary Minutes

The County Commissioners met during Chairman's portion of Work Session on Wednesday, March 17, 2010, at 3:45 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA.

Present were:

County Commissioners: John Dean, Chair
Helen Price Johnson, Member
Angie Homola, Member

Staff: Pam Dill

Staff Present: Sheriff Mark Brown, Betty Kemp, Elaine Marlow

Others Present: Rufus Rose, Chief Rusty Palmer, Fire District 3, Chief Marvin Koorn, North Whidbey Fire District, Chief Mike Ganz, Camano Fire District, Ed Hartin, Central Whidbey Fire District

(Record Part 4@2:43)

Subject: Fire Marshall duties/responsibilities

Attachments: Chart based on Uniform Fire Code ICC 14.03

Discussion: The current County structure makes Planning responsible for Building Inspections, the Sheriff responsible for investigations (cause & origin & criminal), firework permits and burn bans, and the Fire Warden responsible for Burn Permits.

The Sheriff currently does not have any staff trained to go out on cause and origin investigations and would like the Board to consider a different structure. Options include making the Fire Marshal an independent agency, placing the Fire Marshal under the Planning Department or entering into an Interlocal agreement with another agency.

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Snohomish County has a Fire Investigation Team that falls under the Planning Department who are willing to contract with Island County for cause and origin investigations on Camano Island. They charge \$76.00/hour and average 4 hours. On Whidbey Island the Oak Harbor Fire Marshal has expressed interest in contracting for cause and origin investigations. The Fire Chief's agreed that contracting for cause and origin investigations should be explored.

Follow up: The Board requested Mark provide further information on how contracting for cause and origin investigations would impact his budget.

CLOSED SESSION

Chair Price Johnson announced that the Board would meet in a Closed Session as allowed under RCW 42.30.140(4)(b), that portion of a meeting during which the governing body is planning to adopt the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.

BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON

Helen Price Johnson, Chair

Angie Homola, Member

John Dean, Member

ATTEST:

Elaine Marlow, Clerk of the Board